

Guidance 2.15 (Recruitment and Selection) is being revised by Human Resources. Use the Process Overview below and/or contact your assigned HR Consultant (below) if needed.

Recruitment/Selection “Process Overview”
=CLASSIFIED POSITIONS=

Action	Steps
Request Approval to Fill Position - SHHR	<p>Hiring Authority (HA) prepares an Agency Hiring Request form and e-mails it to AgencyHiringRequest@dss.virginia.gov for approval.</p> <p>Once approved, Human Resources (HR) will send the approved Agency Hiring Request form to the Hiring Authority.</p>
Request to Begin Recruiting	<p>The HA completes and sends the following to HR:</p> <ul style="list-style-type: none"> • Position Recruitment Form (PRF)* • Screening Criteria <p>*For position changes, the Hiring Authority must submit the EWP through PeopleAdmin for approval by HR Class & Comp <i>prior</i> to submitting the PRF.</p>
Recruit for Position	<p>VDSS/HR prepares the job posting for RMS for approval by the HA, then posts for a minimum of five business days. Upon posting, HR will send the HA a recruitment timeline.</p> <p>HA forms panel and develops interview questions.</p>
Screening Option Descriptions	<p>Preliminary Screening: HR screens and forwards to the HA:</p> <ul style="list-style-type: none"> • Referral List - containing the names of those applicants referred for further evaluation • Applications - The Hiring Authority screens the applications and determines which applicants will be offered an interview <p>Complete Screening: HR screens and forwards to the HA:</p> <ul style="list-style-type: none"> • Interview List - containing the names of the applicants to be interviewed and the applications <p>Refer All: HR forwards all applications to the HA for screening.</p>

Action	Steps
Pre - Interview	<p>Prior to interviews, the HA sends to HR:</p> <ul style="list-style-type: none"> • Interview Questions (all screening options) • Completed Screening Matrix (for “refer all” and “preliminary screenings”) • Interview date(s) and interview panel members (seek diversity – panel members from varying backgrounds, perspectives, and demographics) <p>Note: Panel Members must occupy positions that are in the same Pay Band (or higher) as the position being recruited.</p>
Interview	<p>HA conducts interviews and ensures completion of:</p> <ol style="list-style-type: none"> 1. Interview Questions/Responses Sheet (Initial/Final) 2. Interview Assessment forms (Initial/Final) 3. Applicant Release of Information form
Post - Interview	<p>HA:</p> <ul style="list-style-type: none"> • Notifies (via e-mail) HR of the selected candidate and requests a salary predetermination and criminal record check. • Attaches the completed Release of Information form to the e-mail (this is obtained at the interview) • Conducts reference checks by completing Reference Check form per Reference Check Instructions with current and former supervisor(s) for final candidate(s) <p>Optional: At the last interview step, the HA may consider asking finalist(s) for a current performance evaluation as part of the reference checking step.</p> <p>HR completes:</p> <ul style="list-style-type: none"> • Criminal Records Check • Employment verification (dates and salary) • Salary predetermination - sends Pay Factor Consideration form to Hiring Authority <p>HA:</p> <ul style="list-style-type: none"> • Concurs with the salary predetermination received from HR by completing the indicated sections of the Pay Factor Consideration form, or • Adjusts the salary predetermination using Pay Factors. <p>Note: The Pay Factor Consideration form will be received electronically from HR and should be returned electronically to HR by the HA.</p>

Action	Steps
Hiring/Selection Package	<p>Prior to extending the job offer, the Hiring Authority submits the following to HR, including appropriate signatures:</p> <ul style="list-style-type: none"> • Hiring Packet Review Checklist • Justification to Hire Memo • PTF - Hiring Request Form • Reference Check Forms • Interview Assessment Forms (Panel/Final) • Interview Questions/Responses Sheet (Panel/Final) • Release of Information Form • Any correspondence sent to applicants • Interview Schedule • Screening Matrix (if not previously provided) • All original applications • Referral List <ul style="list-style-type: none"> ▪ Hiring Authority offers position and notifies HR of the candidate's verbal acceptance via email ▪ HR prepares confirmation acceptance letter and emails it to candidate <p>Note: If candidate declines offer, the Hiring Authority notifies and consults with HR regarding amending the offer, moving on to alternate candidates or reposting.</p>

State HR Consultant Contact Directory

Area of Responsibility	Name	Title	Contact Information
Recruiting Coordinator/HR Consultant <ul style="list-style-type: none"> Commissioner's Office Office of Children's Services Family Services Finance 	Daphne Reid Backup: Will Gilbert	Human Resource Analyst II	TEL: (804)726-7042 daphne.reid@dss.virginia.gov
Human Resource Consultant <ul style="list-style-type: none"> Child Support Enforcement 	Mabel Gyambiby Backup: Monica Friend-Bland	Human Resource Analyst II	TEL: (804)726-7059 mabel.gyambiby@dss.virginia.gov
Human Resource Consultant <ul style="list-style-type: none"> Child Support Enforcement 	Monica Friend-Bland *off Fridays Backup: Mabel Gyambiby	Human Resource Analyst II	TEL: (804)726-7058 monica.friendstith@dss.virginia.gov
Human Resource Consultant <ul style="list-style-type: none"> Enterprise Systems Appeals & Fair Hearings Community and Volunteer Services Research & Planning I.T. Security & Risk Management General Services 	Monica Kellam Backup: Bonnie Tanner	Human Resource Analyst II	TEL: (804)726-7536 monica.kellam@dss.virginia.gov
HR Policy Analyst/HR Consultant <ul style="list-style-type: none"> Benefit Programs Public Affairs Information Technology Organizational Development 	Willie Gilbert *off Mondays Backup: Daphne Reid	Human Resource Analyst II	TEL: (804)726-7056 willie.gilbert@dss.virginia.gov
Employee Recognition / HR Consultant <ul style="list-style-type: none"> Licensing Child Care & Early Childhood Development Regional Offices 	Bonnie Tanner Backup: Monica Kellam	Human Resource Analyst II	TEL: (804)726-7198 bonnie.tanner@dss.virginia.gov